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## HUMAN RESOURCES • RESSOURCES HUMAINES

### Job Posting

#### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

#### We are recruiting for a Member Interest Groups Section Coordinator

**Posting #:** 2022-55  
**Department:** Programs and Practice Support  
**Division:** Professional Development and Practice Support  
**Reports to:** Assistant Manager, Member Interest Groups Section  
**Classification:** Support Staff  
**Status:** Full-Time Permanent  
**Job Family:** Professional/Knowledge Worker  
**Full Time Equivalent:** 1.0  
**Bilingual (English/French):** No  
**Salary Range:** Min. \$58,119.69/ Mid. \$ 72,649.61/ Max. \$87,179.53

#### Summary

The Member Interest Groups Section (MIGS) was created to support the College of Family Physicians of Canada (CFPC)'s dedication to provide a professional home for all family physicians across diverse clinical and non-clinical interests, settings, and practice types. Established by family physicians for family physicians, the Section's individual member interest group link members with similar practice interests so they can share information, content, and collaborate on projects relevant to the practice of family medicine in Canada. This includes providing thought leadership, developing practice supports, supporting education and training, and policy contributing to advocacy initiatives. The MIGS is supported by the Programs and Practice Support (PPS) Department at the College. The MIGS Coordinator works with other department staff, and working groups associated with the section.

#### Main Responsibilities

- Coordinating Projects for the member interest groups in consultation with the department's leadership staff, the MIGS council, chairs, and vice-chairs. This includes but is not limited to creating project plans, tracking progress, creating, and tracking budgets and other deliverables; communicating with internal and external partners; dissemination, implementation, and evaluation activities.

- Coordinating the development of publications in journals like the Canadian Family Physician, and reports related to relevant projects.
- Supporting the Assistant Manager, MIGS with the MIGS project funding process including application review, and liaising with the MIGS council to support the approval process .
- Creating and presenting project and program teams.
- Working closely with the section's member interest groups and other working/project groups leaders to plan and prioritize the annual workplan.
- Managing the MIGS membership including updating Terms of Reference, recruiting new Chairs, Vice Chairs and MIGS council members, as well as facilitating members onboarding and exiting processes as required.
- As the primary point of contact for MIGS, the coordinator liaises with stakeholders including other CFPC departments, Chapters, other CFPC sections and committees as well as external organizations, ensuring effective and timely communications
- Coordinating the approval process to establish new member interest groups including providing guidance to applicants, and liaising with the MIGS council and leadership staff with the application approval process
- Leading the planning, coordination and execution of section forums, networking events and retreats ranging in size from 10-100, contributing to the programme development, evaluation, and report production
- Managing multiple events that are hosted by MIGS (i.e. the MIGS Annual Forum, special education, and networking events) and events that MIGS members contributes to (i.e. the CFPC Annual Forum, Family Medicine Forum, Chapters' Annual Scientific Assembly/Family Medicine Summit). The core duties include coordinating sessions and meetings, preparing and delivering presentations and staffing the MIGS/Practice Support booth.
- Preparing and tracking project and program budgets and expenditures; assisting with monthly financial reconciliation and annual budget preparations including budget forecasting
- Preparing reports such as briefings and backgrounders for CFPC Board and Executive meetings
- Producing and managing MiGroups', the section's online collaboration platform, content including uploads, discussion threads and other posts
- Coordinating all aspects of the MIGS Council including meetings, membership management, projects, and strategic planning activities
- Supporting the drafting, implementation and monitoring of the MIGS Strategic Plan
- Coordinating the section's marketing and communications strategy (i.e. eNews, conferences/events), and provides oversight for planned campaign launches
- Attending relevant CFPC meetings to provide project updates.

### **Related Duties**

- Ensure effective and professional communications with all internal and/or external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Work in accordance with all CFPC policies, procedures and processes with all applicable legislation
- Work in accordance with all health and safety requirements

- Demonstrate behaviours aligned with the CFPC Values in Action
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required

### Requirements

- Post-secondary Education in Advance administration and business skills, required.
- 3 years of work experience in a professional environment.
- 3 years of experience with Project Management methodology and practices including timeline development, budget monitoring and scope definition, required.
- Event planning skills, required
- Experience working with voluntary professional organizations, minute-taking , report preparation and budget experience, required.
- Project Management certificate or equivalent experience, required.
- Verbal and written communication skills in English, required.
- French is an asset.

### Working Conditions

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time.

On September 22, 2022, our Executive Team announced that we will move towards becoming a hybrid nationally distributed (pan-Canadian) organization. By "hybrid" we mean that we will work and meet remotely for our routine tasks and will make efforts to connect in person when the work/discussion warrants in person interaction. We also recognize that to maintain culture, teams, and cohesive working environment, we will need to come together for purposeful in person discussions. When we come together in person, we may do so through the permanent space we hold or through partners' space. There is much work to be done and specifics to be ironed out, but we are moving towards being a nationally distributed (pan-Canadian) organization with hubs distributed across the country and unified by strong branding. Work style follows function, with staff benefitting from flexibility that is informed by the nature of their roles/tasks and is rooted in options and dependent on the need of the work and business unit leads. This would be embedded in policies and principles.

While we examine implications (using a framework) for various teams across the organization, staff will continue to work remotely (or work in our office in Mississauga). In person attendance in the office and at offsite meetings remains voluntary, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

**There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting# 2022-55 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by November 8th,2022.**

*The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity or expression. The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate*

*in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.*

*We thank all those who apply but only those selected for further consideration will be contacted.*